



Foreign Affairs Manual

VOLUME 2 – General

Change Transmittal: GEN-405

Date: April 18, 2013

2 FAM 190 DESIGNATION OF EMERGENCY ADDRESSEES

Changes

1. This Change Transmittal issues the following major revisions to subchapter 2 FAM 190:
 - **2 FAM 191, Introduction:** This subchapter establishes procedures for providing and maintaining current information on persons to be notified in the event Foreign Service employees and Civil Service employees on Limited Non-Career appointments to the Foreign Service are involved in serious emergency situations abroad; and
 - **2 FAM 193, Responsibility:** USAID employees are responsible for ensuring they have provided current and accurate emergency contact information in EIMS, the Agency's web-based employee information system. To access the EIMS system, click on "EIMS" from the OHR intranet Website homepage under "HR Applications." Additionally, employees assigned overseas must ensure that they complete the Form DS-3064, Foreign Service Emergency Locator, or other required forms, upon arrival at post or at other times, as dictated by post management.
2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance is new or a revision where more than half the words have changed, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

4. The office responsible for the material in this subchapter is the Employee Services Center (A/OPR/GSM/ESC). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 190 (CT:GEN-389; 02-28-2012) and insert new subchapter 2 FAM 190 (CT:GEN-405; 04-18-2013).
2. After inserting the material in the binder, insert this change transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-405 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.